



Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
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Email: drtc@fs.fed.us

Memorandum

DATE: April 6, 2011

SUBJECT: COR/COTR Refresher

TO: Student

You have been selected to attend the COR/COTR Refresher at the Danny Rhynes Training Center on April 18-22, 2011. Class will begin at 0830 hours on Monday, April 18 and conclude at approximately 1700 on Friday, April 22.

This five-day course is intended for experienced COTRs and other students who have previously completed a COTR Certification or comparable 40-hour training course.

Course objectives:

The course provides students with a review of COTR duties and responsibilities as well as a comprehensive examination of recent changes to regulations, legislation, and policy affecting contract administration. Students review studies, reports, and efforts affecting the role of a COTR. The course emphasizes enhancement of skills in contract preparation, formation, and administration through participation in exercises applying lessons learned in NPI, Inc.'s COTR Certification course, experience gained in contract administration, and best practices. Students participate in group role-playing exercises and present their findings and solutions. Attendance at this course provides the participant with 40 credit hours and 40 Continuous Learning Points. Prerequisite: previous attendance at the NPI, Inc. COTR Certification course or a comparable 40-hour training course.

Casual civilian dress is appropriate for this course. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

If you need directions or hotel accommodations, please visit the Danny Rhynes Training Center website at:

<http://www.fs.fed.us/r5/sanbernardino/train/travel.shtml>.

Any questions regarding this course can be directed to the Danny Rhynes Interagency Training Center at (909) 382-2984.

Kristel Johnson
Forest Training Officer